

Procedure

1. Start the transaction using the menu path or transaction code.

After completing this lesson, you will be able to:

- Access documents in folders and categories
- Refresh the Navigation Panel

Duration: 5 to 10 minutes

Press [\[Enter\]](#) to continue.

After completing this lesson, you will be able to:

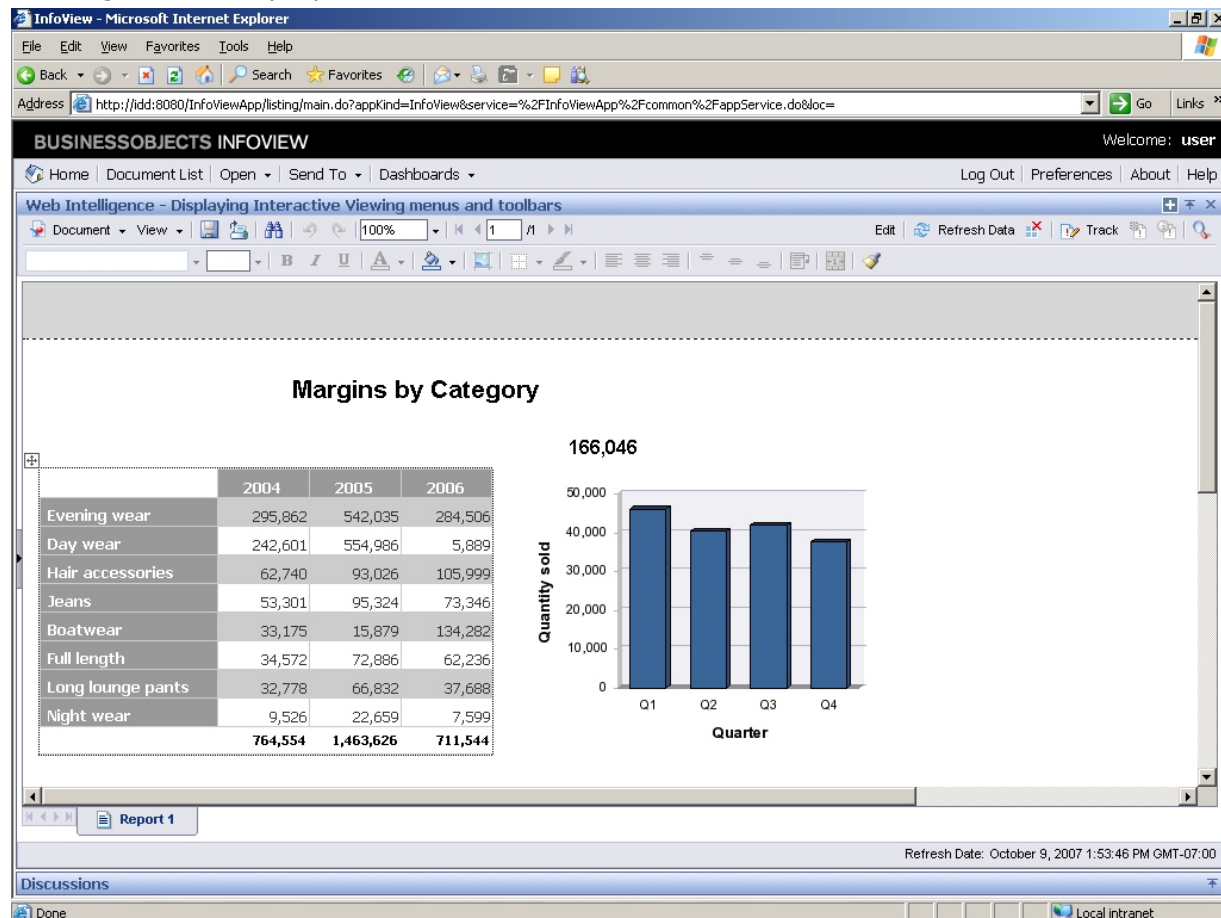
- Access documents in folders and categories
- Refresh the Navigation Panel

Duration: 5 to 10 minutes

Press [\[Enter\]](#) to continue.

Displaying Interactive Viewing menus and toolbars

Viewing document properties



2. Click the **Document** drop-down menu.

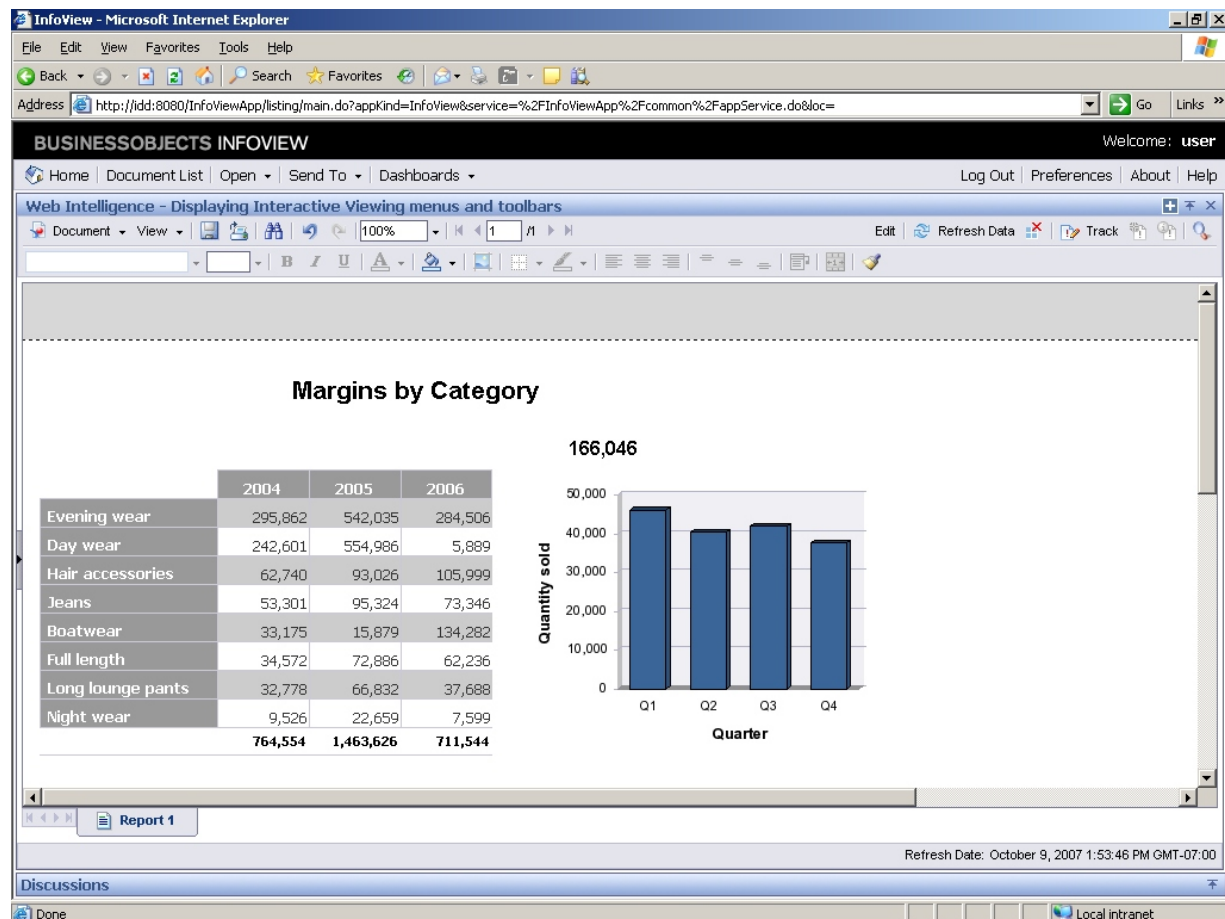
When you are viewing a Web intelligence document in the Interactive Viewing mode, you have additional toolbars and menus available for modifying and formatting the document.

3. Click the **Properties** list item.
4. Click **OK**.

Displaying Interactive Viewing menus and toolbars

The Document Properties window displays information such as the author's name, when the document was last refreshed, and the regional locale. It also allows you to change certain document settings.

Toolbars



5. Click the **View** drop-down menu.

The view menu has options such as selecting toolbars.

6. Click the **Toolbars** list item.

Displaying Interactive Viewing menus and toolbars

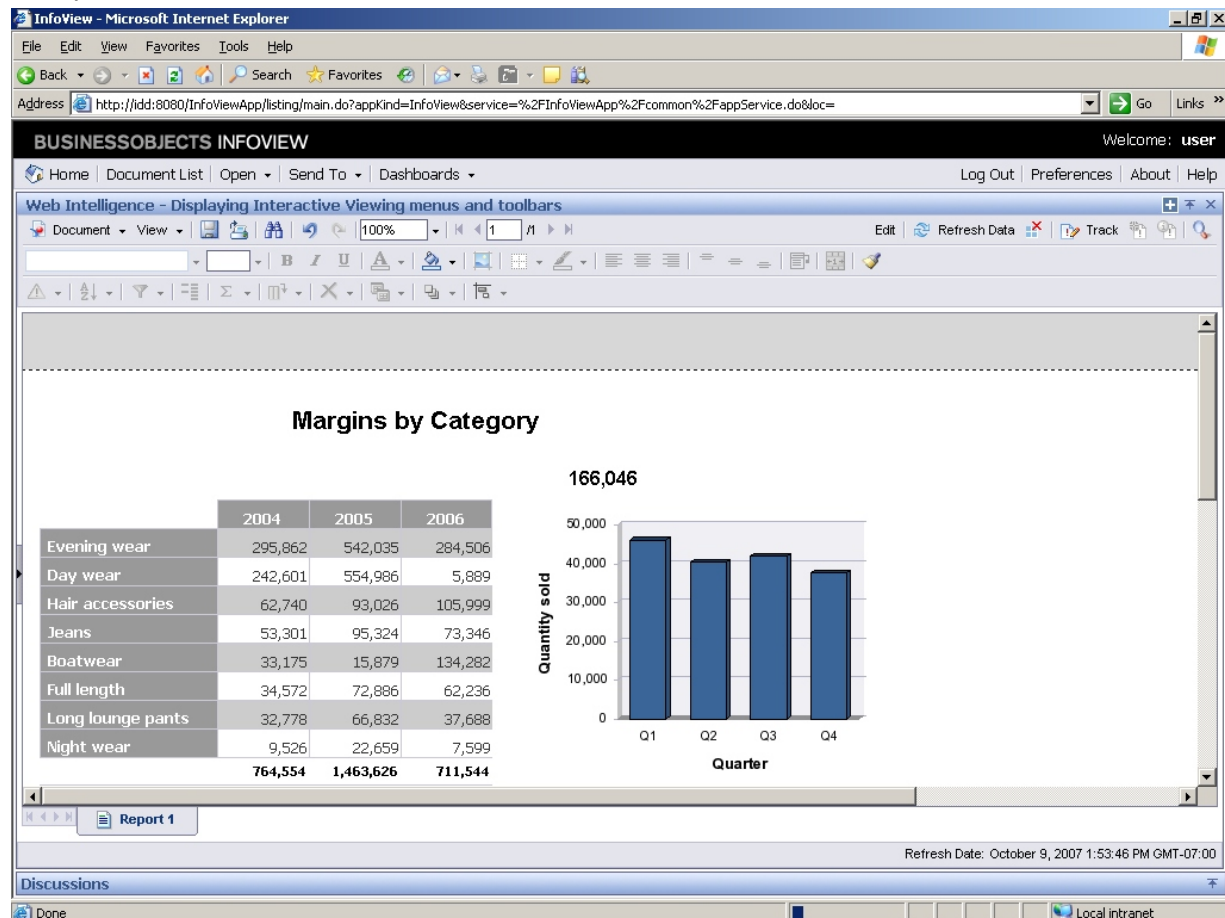
In this example you will select the report toolbar.

- Click the **Report** list item
- Press [Enter] to continue.

The Report toolbar is now available.

Press **[Enter]** to continue.

Left panel



- Click the **View** drop-down menu.

Now Display the Left panel from the View drop-down menu.

10. Click the **Left panel** list item.
11. Press **[Enter]** to continue.

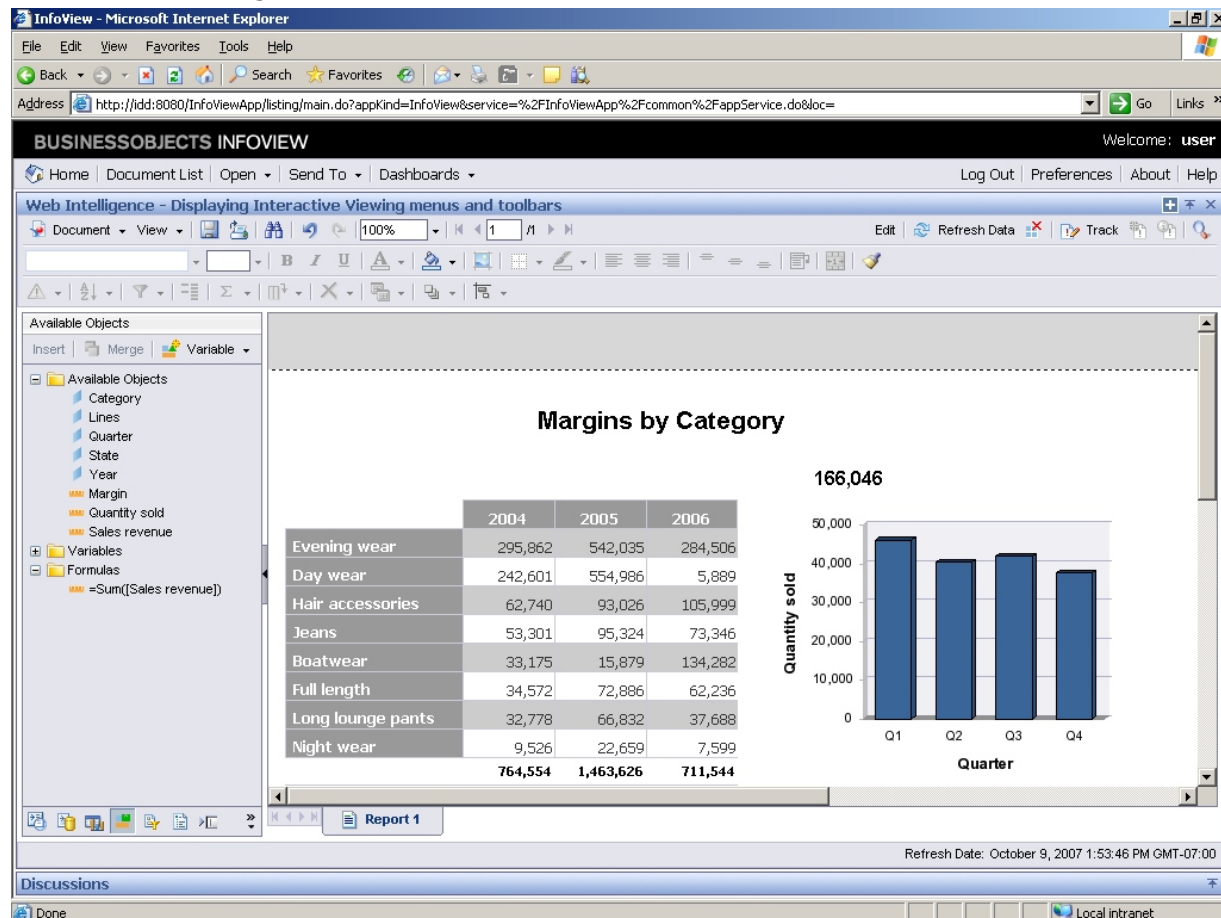
In the Interactive Viewing mode, the Left panel includes the following options that are available from a drop-down menu:

- Document Summary pane
- Data Summary pane
- Chart and Tables pane
- Available Objects
- Document Structure and Filters pane
- Navigation Map
- User Prompt Input
- Find

Press **[Enter]** to continue.

Displaying Interactive Viewing menus and toolbars

Interactive viewing mode



12. Click the **Document Summary** button .

13. Click the **Data Summary** button .

The Document Summary pane lists information concerning the document such as the author's name, when the document was created, and when it was last refreshed.

Now select the **Data Summary** panel.

14. Click the **Chart and Table Types** button .

The Data Summary pane lists information concerning the query that was used to retrieve the data in the document. It shows the name of the universe and the objects that make up the query definition as well as the number of rows that were returned by the query.

Now select the **Chart and Table Types** panel.

15. Click the **Available Objects** button .

The Chart and Tables Types pane allows you to view all the templates available in Interactive Viewing mode for modifying the way the data in the document is currently presented.

Now select the **Available Objects** panel.

16. Click the **Document Structure and Filters** button .

The Available Objects pane lists all the objects that have been used in the document's query to retrieve the data available in the document.

Now select the **Document Structure and Filters** panel.

17. Click the **Navigation Map** button .

The Document Structure and Filters pane allows you to view at a glance all the elements that make up this document such as the sections, report blocks, headers, and footers.

Now select the **Navigation Map** panel.

18. Click the **User Prompt Input** button .

The Navigation Map panel allows you to navigate to the reports that are contained in your Web Intelligence document.

Now select the **User Prompt Input** panel.

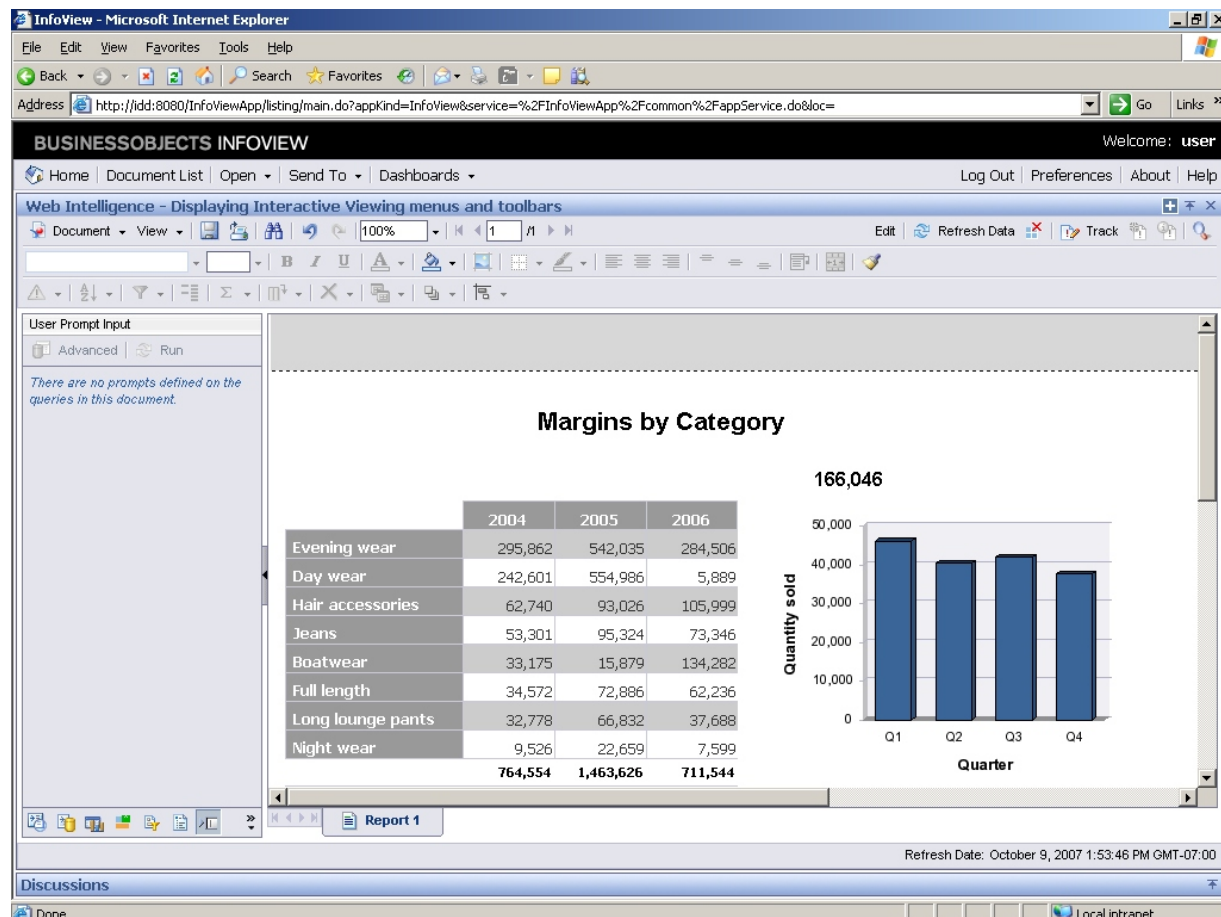
Displaying Interactive Viewing menus and toolbars

19. Press [Enter] to continue.

The User Prompt Input panel allows you to enter values which change the content or display of the document. The prompts and how they affect the Desktop Intelligence document are set by the designer of the document when it is created.

Press **[Enter]** to continue.

End of simulation



20. End of simulation.